



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Employment Committee: Minutes

Date: Friday 30 November 2022

Time: 9.15am – 9.42 am

Venue: Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN

Present: Statutory Deputy Mayor Anna Smith (Chair), Councillors Anna Bailey, Sarah Conboy, Lucy Nethsingha, Anna Smith, Oliver Sainsbury and Bridget Smith.

Apologies: Councillors Wayne Fitzgerald and Kim French

1. Apologies for Absence and Declarations of Interest

Apologies received from Mayor Dr Nik Johnson, Councillor Wayne Fitzgerald (substituted by Councillor Oliver Sainsbury) and Councillor Kim French.

No declarations of interest received.

2. Minutes – 24 June 2022

The minutes of the meeting of 24 June 2022 were agreed as a correct record and signed by the Statutory Deputy Mayor.

3. Recruitment of Executive Directors

The Committee received a report that sought approval of the job descriptions and person specifications for the roles of Executive Director – Resources and Performance (S73 Officer) and Executive Director – Economy and Growth and approval that the job descriptions and person specifications met the requirements of Chapter 18, rule 3.1 of the Combined Authority Constitution.

Introducing the report officers highlighted the following points:

- Explained that there was an error in the report at paragraph 2.1 and that it should have stated that the proposed Senior Management Structure had been agreed at the October Board meeting.
- Stated that at the October Board meeting the Combined Authority Board approved the commencement of a recruitment campaign leading to the appointment of the permanent Chief Executive and Executive Directors into the new structure. The recruitment process and timetable was annexed to the report, which was approved. As a consequence of this approval, work was now underway to progress in recruiting to the various roles.
- Outlined the proposed recruitment timetable which would conclude with interviews on the week commencing 30 January 2023 and Combined Authority Board ratification following that.

Discussing the report Members;

- Highlighted that it was important for the Committee to agree the job description and person specifications for the Executive Director roles in a public forum.
- Stated that the Combined Authority was about providing additionality and that this was not made clear in the roles and needed to be made more prominent.
- Queried which role would lead on governance as it was mentioned in both job descriptions. Officers clarified that the Executive Director - Resources and Performance (S73 Officer) was the lead for governance and this would be made clear in the job description.
- Sought clarity on whether the Executive Director - Resources and Performance (S73 Officer) was the lead for Human Resources. Officer confirmed that this was correct.
- Requested an additional focus in the job description for the Executive Director – Economy and Growth on supporting the business sector and helping organisations to recruit and retain employees and that experience in this area was crucial in the role. Officers stated that this would be picked up during the wider recruitment process.
- Questioned why leading on cross cutting issues and leading matrix management was included in both the job description and person specification. Officers explained that the individuals in the roles would be required to pick up cross cutting issues that affected the organisation as a whole.

- Stated that it was important to have the right candidates in the posts and queried whether officers were confident that there would be a good field of candidates apply for the posts. Officers stated that Penna, the recruitment consultants had advised that it was a good time to go out to advert over the Christmas period as this would give candidates time to reflect on their applications. The Chief Executive stated however that the current market was tight and individuals were cautious about moving and that recruiting the right candidates was a challenge across the whole public sector. It was noted that good candidates would be conducting their own research about the improvement plan. If they see the evidence of progress and effective board behaviour then CPCA is likely to be perceived as an attractive prospect for ambitious senior managers.

It was resolved unanimously to:

- a) Approve the new Executive Director Job Descriptions/Person Specifications contained at Appendix 1 of this report,
- b) Approve that the Job Description/Person Specification at Appendix 1, meets the requirement in Chapter 18, rule 3.1 of the Authority's Constitution.

(Deputy Mayor)